



Southern California Association of Governments

Human Resources

818 West 7th Street, 12th Floor, Los Angeles, California 90017 • (213) 236-1910 • www.scag.ca.gov

CHIEF COUNSEL/DIRECTOR OF LEGAL SERVICES # 391

Salary: \$152,028 - \$197,636 per year

INTERNAL RECRUITMENT ONLY

Deadline for applications: Tuesday, December 8, 2009

THE POSITION

Under the policy direction of the Regional Council and general administrative direction of the Executive Director, the Chief Counsel/ Director of Legal Services provides legal counsel and advice to the Regional Council, SCAG Committees, Executive Director and staff; directs, manages and oversees the activities of the legal division. The SCAG Chief Counsel provides highly responsible and complex staff assistance on legal matters to the Executive Director and Regional Council. The position includes direct supervisory responsibility for management, supervisory, professional, technical and administrative staff members.

ESSENTIAL DUTIES

- Assumes full management responsibility and leadership for all legal department and contracts services and activities.
- Manages the development and implementation of legal department goals, objectives, policies and priorities for each assigned service area; establishes, within SCAG policy, appropriate service and staffing levels; allocates resources accordingly; administers the department budget and oversee department personnel.
- Provides legal advice to the Regional Council, SCAG Committees, Executive Director, Deputy Executive Director and staff on all legal matters, including the development and drafting of state, federal and local legislation; review of proposed legislation and expert testimony on legal issues.
- Represents the legal department to other SCAG departments, Regional Council, elected officials and outside agencies; explains and interprets legal department programs, policies and activities; negotiates and resolves sensitive, significant, confidential and controversial issues.
- Represents SCAG in litigation, administrative hearing, proceedings and negotiations; explains, justifies and supports programs, policies and activities.
- Responds to media requests concerning legal issues; present and explain legal issues and opinions in public meetings.

- Participates on a variety of boards and commissions; attends and participates in professional group meetings; stays current with developments in general municipal transportation, environmental, land use and planning law.
- Interfaces effectively with external counsel at other agencies on legal issues including Caltrans, South Coast Air Quality Management District (SCAQMD), Federal Highway Administration (FHWA), Environmental Protection Agency (EPA), and Air Resources Board (ARB).

IDEAL CANDIDATE QUALITIES

- Unquestionable personal integrity and strong ethics with the ability to maintain confidentiality.
- A strong commitment to teamwork and a record of working cooperatively with others.
- Strong negotiating skills.
- Problem-solving approach to issues rather than a regulatory approach.
- An outgoing, communicative style, one that is comfortable working with a variety of individuals and groups including elected officials.
- Strong interpersonal skills with a focus on fair and equitable treatment in the conduct of legal affairs.
- Proactive in approach to identifying important legal issues for consideration.
- Strong understanding of municipal law with demonstrated emphasis on the Brown Act and conflict of interest matters.
- Extensive knowledge of current trends, legislation and issues that affect and influence legal matters.
- The confidence to voice his/her opinions candidly on all issues.

MINIMUM QUALIFICATIONS

Education, Training and Experience: Juris Doctorate from an accredited law school and current and active member of the State Bar of California, in good standing and ten years of increasingly responsible experience in municipal, transportation, environmental or land use law.

Knowledge of: Operational characteristics, services and activities of comprehensive legal and legislative programs; personnel and budget administration; organization and management practices as applied to the analysis and evaluation of legal and legislative programs, policies and operational needs; complex principles and practices of program development and administration; specific laws relevant to California local government agencies, federal and state transportation law, environmental law, land use and planning law; Federal, state and local laws, codes and regulations; budget preparation and administration.

Ability to: Provide administrative, management and professional leadership and oversight for the legal department, including budget and staff; develop, implement and administer goals, objectives and procedures for providing effective and efficient legal services; identify and respond to community and Regional Council issues, concerns and needs; interpret and apply the policies, procedures, laws, codes and regulations pertaining to assigned programs and functions.

APPLICATION AND SELECTION PROCEDURE

Applicants must submit a completed SCAG application by the end of business, Monday, December 7, 2009. Qualified applicants will be invited to participate in the selection process based on the application materials submitted. Applicants must clearly demonstrate through their application materials that they meet the qualifications listed above. The selection process may consist of an application screening, oral presentation, and oral board interview.

EMPLOYMENT INFORMATION

- Before employment, applicants will be required to provide documentation that verifies their proof of eligibility to work in the United States.
- Reference checking will be done prior to hire. A thorough background check including a review of criminal history, DMV report, and financial history may be conducted for certain classifications.
- Pre-employment medical and drug screening may be required prior to hire.
- Supervisor, manager and director positions are employed through an annual contract.

EMPLOYEE PROGRAMS AND BENEFITS

- **Insurance Coverage:** Employees participate in a cafeteria plan in which they may choose from three HMO and three PPO CalPERS health plans, two dental plans

and a vision plan. SCAG contributes \$800/month towards insurance premiums with the cost difference paid out in cash. Life insurance, in the amount of \$150,000 is provided by SCAG. Short term and long term disability insurance plans are provided by SCAG.

- **Retirement:** Employees become members of the Public Employees' Retirement System (PERS) 2% @ 55 plan. SCAG pays the employee's 7% contribution. ICMA and MetLife 457 deferred compensation plans are available and SCAG provides a match of 3% of yearly salary up to \$3,500 per year. Employees do not pay Social Security.
- **Holidays:** A total of 13 paid holidays – 9 designated and 4 floating – are provided annually.
- **Vacation:** Ten to twenty days per year.
- **Sick Leave:** Employees accrue sick leave at the rate of one day per month.
- **Health, Dependent Care, & Parking Reimbursement Account:** A tax-exempt savings plan is offered to pay eligible expenses associated with health, dependent care, & parking.
- **Rideshare/Transportation Incentive Program:** SCAG pays up to \$155 per month towards bus, vanpool, or Metrolink pass or up to \$35 per month for ridesharing. To receive this benefit, employees must utilize one of the listed options at least 13 days per month.
- **Flexible Time/Modified Work Week:** Some employees may work a modified 9-80 work schedule, with every other Friday off. SCAG offers a flexible work schedule to allow employees some flexibility on daily work hours.
- **Other Benefits:** SCAG offers credit union membership in the E-Central Credit Union. Employees may have their paychecks automatically deposited. A tuition reimbursement program is offered to employees.

EQUAL EMPLOYMENT OPPORTUNITY

SCAG is an equal employment opportunity employer. All personnel policies and programs are administered without regards to race, color, religion, political belief, age, national origin, sex, disability, cultural background, or sexual orientation. If you require assistance to participate in this recruitment, please call the Human Resources Office at (213) 236-1931.